

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



October 17, 2001

ALL COUNTY LETTER NO. 01-71

TO: ALL COUNTY WELFARE DIRECTORS
ALL WELFARE-TO-WORK COORDINATORS

SUBJECT: PROVIDING CALIFORNIA WORK OPPORTUNITY AND
RESPONSIBILITY TO KIDS (CalWORKs) WELFARE-TO-
WORK (WTW) SERVICES

REFERENCE: All County Letters (ACLs) 98-44, 99-90, 00-02, 00-60,
01-66, All County Information Notice (ACIN) I-52-99

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

The purpose of this letter is to provide recommendations and encourage counties to ensure Welfare to Work (WTW) services and activities are provided prior to an individual reaching his/her 60-month time limit for cash assistance. As you know, recipients will begin reaching the federal Temporary Assistance to Needy Families (TANF) 60-month time limit in December 2001 and the state CalWORKs 60-month time limit 13 months later. It is important that recipients receive services and participate in activities promptly after being approved for CalWORKs cash assistance in order to maximize the opportunity to obtain the training and skills necessary to gain employment and become self-sufficient.

The following recommendations are being provided to assist counties in providing services and activities prior to recipients reaching their 60-month time limits. These recommendations were identified during recent visits to the counties by state staff, and will assist counties in engaging individuals in WTW services and activities in a timely manner. Counties are encouraged to:

- ✓ Assign individuals to pre-assessment activities, such as appraisal and job club/job search as soon as possible after cash aid has been granted. These activities carry the "work first" message to those who can benefit from entering job club/job search and will also assist those who are not able to benefit from those services by moving them quickly to an assessment of their skills and identification of barriers to employment. Additionally, participants should receive subsequent services in a timely manner. The Department recommends that participants wait no longer than 30 days for initial assignment to a WTW activity and no longer than 30 days between subsequent activities.

- ✓ Track individual participation in WTW programs to ensure that federal and state hourly participation requirements are being met and that appropriate services are provided in a timely manner. The minimum state participation requirement for single-parent families in the CalWORKs WTW program is 32 hours per week in one or more activities and 35 hours per week for members of two-parent families, which can be shared by the two parents provided that one parent participates at least 20 hours per week, averaged monthly.
- ✓ Ensure that staff enter data into the county's automated WTW, eligibility, and Welfare Data Tracking Implementation Project (WDTIP) systems regarding individual WTW participation in an accurate and timely manner. WDTIP is a statewide system designed to track the 18- or 24-month WTW time limit, as well as the CalWORKs and TANF 60-month time limits. Accurate and timely data entry includes ensuring that once aid has been granted, the individual's aid status is coded correctly, the individual is referred to WTW services promptly, and an individual's participation or exemption status is updated as necessary and in a timely manner. Additionally, counties are encouraged to provide training, if necessary, to workers and supervisors to emphasize the importance of accurate reporting and to improve the collection of data.
- ✓ Ensure that data reported on the WTW25 and WTW25A reports are collected and reported in accordance with the instructions provided in All County Letter (ACL) 00-02, dated January 03, 2000. Specifically, clarification may be needed in the following areas:
 - Individuals who are in unsubsidized employment for the required number of hours, but who may not have signed a WTW plan should be included as an enrollee on line 1 of the WTW25 and WTW25A reports;
 - Exempt individuals who are no longer required to participate in WTW activities should not be included as an enrollee on line 1 of the WTW25 and WTW25A reports, unless they have volunteered to participate;
 - Sanctioned individuals who are no longer required to participate in WTW activities should not be included as an enrollee on line 1 of the WTW25 and WTW25A reports; and
 - Individuals who have transitioned from the receipt of aid to post-employment or job retention services should no longer be counted as an enrollee on line 1, but should be included on line 35 of the WTW25 and WTW25A reports. These individuals are no longer receiving aid and are no longer required to participate in WTW activities.

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The Department anticipates that the above guidance will assist counties in providing timely WTW services and activities as well as the accurate reporting of data related to those services and activities. The provision of timely WTW services will ensure recipients have the opportunity to obtain the training and skills within the time limits to gain employment and self-sufficiency. If you have questions, contact Alison Welbourn, Program Analyst at (916) 654-1423.

Sincerely,

***Original Document Signed By
Bruce Wagstaff on 10/17/01***

BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division